

**Job Title:** Coordinator Adult Learning      **Wage/Hour Status:** Exempt  
**Reports to:** Administrator      **Pay Grade:** 102  
**Dept./School:** San Jacinto Adult Learning Center      **Date Revised:** October 28, 2024

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**Primary Purpose**

Responsible for curriculum needs and assist with the planning, marketing and implementation of adult education courses within the El Paso Independent School District and Consortium.

**Qualifications**

**Education/Certification**

Bachelor's Degree  
Valid Texas Teacher's Certification

**Special Knowledge/Skills**

- Ability to evaluate teaching effectiveness and curriculum needs
- Working knowledge of curriculum and instruction
- Ability to communicate professionally, clearly, thoroughly, concisely with diverse stakeholders in both oral and written form

**Experience**

Three (3) years' teaching experience

**Major Responsibilities and Duties**

**Instructional Management**

1. Assist with the planning, operation, and evaluations of the Adult Learning Program of the school District.
2. Assist with the organization and educational program in the consortium and collaborative agencies.
3. Assist the Administrator in the utilization and scheduling of adult classes within the district.
4. Assist all instructors with curriculum mandates and needs.
5. Assess syllabus and lesson plans submitted by instructors.
6. Support teachers with instructional needs.

**School/Organizational Management and Climate**

7. Promote the Adult Learning and district mission statement.
8. Assist with the maintenance and monitoring of state-mandated records.
9. Assist in the promotion of a positive, empowering, learner-centered climate that fosters life-long learning.
10. Maintain a professional relationship with colleagues, adult learners, and administration.
11. Use effective communication skills to present information accurately and clearly.
12. Maintain accurate records as required by Texas Workforce Commission (TWC) and agreements with other state agencies.
13. Uphold and enforce campus rules, administrative regulations, and Board policy.
14. Responsible for proper use of school facilities.
15. Assist with the planning for adequate student enrollment in locations where Adult Learning Programs are available.
16. Ensure proper placement of students in accordance with TWC assessment guidelines.
17. Assist with quality of data entry in the state management systems Frontline (TEAMS) as needed.
18. Assist staff and students with enrollment, orientation and registration in day or evening adult learning and/or career classes.

**School/Organizational Improvement**

19. Assist in the coordination program activities and adult courses for the benefit of school/community relations.
20. Coordinate offers for adult learning through attendance and participation in public and private agency meetings.
21. Assist with the development of a culture of high expectation levels for all constituents.
22. Take all precautions to ensure a safe learning environment for adult learners.
23. Act as a positive role model for the adult learners; support the mission of TWC, EPISD and/or Far West Adult Education Consortium (FWAEC).
24. Assist the administrator in providing a standard of conduct that is conducive to healthy learning.
25. Coordinate adult education offerings through attendance and participation in public and private agency meetings.

**Personnel Management**

26. Assist with the selection and assignment of all adult learning personnel.
27. Coordinate and implement outreach and recruitment strategies for adult education, career and college readiness classes.

**Professional Growth and Development**

28. Assist with the professional development growth of the adult learning staff by planning and conducting in-service training that meets the needs of the individuals employed by the Adult Learning Programs.
29. Attend and participate in professional development training sessions to meet TWC, EPISD and/or FWAEC requirements for professional development, participate in professional development training sessions to meet TWC requirements for professional development both in town and out of town trainings.
30. Attend and participate in staff meetings as required by administration.
31. Train new instructors to adult education in preservice requirements and other required professional development such as content standards.

**Additional Responsibilities**

32. Responsible for proper use of school facilities.
33. Perform other duties as assigned by the Administrator of Adult Learning.
34. Coordinate end-of-year closure procedures for constituents in the District and the Districts in the Consortium.
35. Work split schedule, when necessary, to meet the needs of the program.

**Supervisory Responsibilities**

Supervise all assigned personnel. Provide administrative supervision in the absence of administration.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress and work with frequent interruptions; work split schedule and frequent prolonged and irregular hours; frequent district and Region 19 wide travel.

**Terms of Employment**

Salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

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Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.